



DOT Employee Newsletter April 2002

**From Donna R. McLean,
Assistant Secretary for Budget
and Programs/CFO**

DOT's innovative travel projects have played a leading role in transforming travel systems government-wide. Our efforts support the expansion of electronic government, a key focus area in the President's Management Agenda.

DOT's trend-setting FedTrip and TEServ projects are considered e-travel prototypes likely to serve as models for government-wide adoption. FedTrip is our web-based self-booking service. Travelers now can make online reservations and save more than 30 percent of the cost of telephone reservations. The implementation of TEServ, the web-based travel order/voucher service, is an excellent compliment to FedTrip. Our goal is to simplify the travel experience for DOT employees.

As we move forward to implement these services throughout DOT, I encourage you to give us feedback on these services and other ideas to save government travel administrative costs. Together we can improve the delivery of travel services and save valuable resources.



DOT employees can save time and money booking official travel reservations online with FedTrip!

FedTrip is a reservation service that enables DOT travelers to make air, hotel and rental car reservations easily and efficiently over the Internet. Its user-friendly interface, government contract fare search capability, and round-the-clock availability provide significant cost savings through automation of the reservation process. Quick and easy to use, FedTrip requires only a personal computer and a Web browser to access it 24/7/365 from home, office, hotel room or anywhere in the world as long as access to the Internet is available.

The url for FedTrip is www.fedtrip.gov. Please contact your OA's site owner/travel manager for more information. If you do not know who your OA site owner/travel manager is, please contact Tami Bernhardt at Tami.Bernhardt@ost.dot.gov, x65628 or Arnie Linares at Arnie.Linares@ost.dot.gov, x60520 of the OST/Office of Financial Management.

April is Cancer Control Month

Activities to Protect You From Cancer

- Eat more cabbage family vegetables [broccoli, cauliflower, brussel sprouts, cabbages and kale]
- Add more high-fiber foods to your diet [whole grains, fruits, vegetables].
- Choose foods with Vitamin A [carrots, peaches, apricots, squash and broccoli].
- Choose foods with Vitamin C [grapefruit, cantaloupe, oranges, strawberries, red and green peppers, broccoli and tomatoes.
- Control your weight.

Activities to Reduce Your Cancer Risk

- Trim fat from your diet.
- Avoid salt-cured, smoked and nitrite-cured foods.
- Stop smoking.
- If you drink alcohol, do so in moderation.
- Respect the sun's rays.



**Everything that happens happens as it should.
There are no accidents.**

Marcus Aurelius

Please notify the center in advance if you need special accommodations for the **No Charge** programs listed below.



Career Connections Workshops

Projecting a Professional Image – 4/8
 Stress Management – 4/12
 Federal Resume – 4/17
 KSA's – 4/19
 MBTI Overview – 4/22
 "Crossroads" – 4/23

Workshops will be held in PL-402. Space is limited. Call x69392 [TTY 67630] for the times and to register.



Worklife Programs

[Call x66389 or TTY 67630]

- New Mom's Discussion Group – 4/10, 12-1, PL-402
- Elder Caregiving Seminar – 4/23, 12-1, PL-402
- Basics of Financial Planning – 4/25, 12-1:30, PL-402
- Balancing Work & Family Resource Fair – 4/30, 11:30-1:30, DOT Eatery

'Glass Ceiling' Cracking?

Women now fill about a quarter of GS-15 and senior executive service positions, representing faster progress toward cracking the "glass ceiling" that had put women within view of the top federal career jobs but unable to get into them, the Merit Systems Protection Board has said. MSPB noted that a decade ago it projected that it would take until 2017 for women to hold a third of such positions but that so far, the rate of growth of the percentage of women in such jobs is faster than what MSPB had projected.

--Fedweek

Recognition

A sincere compliment is one of the easiest -- and cheapest -- ways to increase employees' job satisfaction and boost retention.

But don't wait for monumental achievements to pat staffers on the back. Compliment them for small victories such as:

- **Discovering** and correcting a minor error.
- **Completing** a new task successfully.
- **Handling** a difficult customer gracefully.
- **Redesigning** an old form.
- **Keeping** work flowing under adverse conditions.
- **Simplifying** a process or procedure.
- **Giving** another employee a hand.
- **Finishing** a rush job on time.

--From *Hiring the Best*

DOT To Host Annual DOT Computer Security Awareness Day

The DOT Chief Information Officer is sponsoring DOT Computer Security Awareness Day on 5/15 at 9:00am in Oklahoma City Memorial Room located in room 2230. The day long event focuses attention on the critical area of computer security and features speakers who share a variety of practical guidelines that can help users improve the security of the information and resources they manage. Vendors will also be available at the event with information about their security products. All DOT employees are encouraged to attend.

Five Simple Rules to be Happy:

1. Free your heart from hatred.
2. Free your mind from worries.
3. Live simply.
4. Give more.
5. Expect less.

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